

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	<b>Fully met</b> ANNEXURE – I
		(ii) Head of the organization	<b>Fully met</b> ANNEXURE -II
		(iii) Vision, Mission and Key objectives	<b>Fully met</b> ANNEXURE -III
		(iv) Function and duties	<b>Fully met</b> ANNEXURE – IV
		(v) Organization Chart	<b>Fully met</b> ANNEXURE –V
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	<b>Fully Met</b>

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<b>Fully Met</b> ANNEXURE -VI
		(ii) Power and duties of other employees	<b>Fully Met</b> ANNEXURE -VI
		(iii) Rules/ orders under which powers and duty are derived and	<b>Fully Met</b> ANNEXURE -VI
		(iv) Exercised	<b>Fully Met</b> ANNEXURE -VI
		(v) Work allocation	<b>Fully Met</b> ANNEXURE -VI
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<b>Fully Met</b> ANNEXURE -VII
		(ii) Final decision making authority	<b>Fully Met</b> ANNEXURE -VII
		(iii) Related provisions, acts, rules etc.	<b>Fully Met</b> ANNEXURE -VII
		(iv) Time limit for taking a decisions, if any	<b>Fully Met</b> ANNEXURE -VII
		(v) Channel of supervision and accountability	<b>Fully Met</b> ANNEXURE -VII
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>Fully Met</b> ANNEXURE -VIII
		(ii) Norms/ standards for functions/ service delivery	<b>Fully Met</b> ANNEXURE -VIII
		(iii) Process by which these services can be accessed	<b>Fully Met</b> ANNEXURE -VIII
		(iv) Time-limit for achieving the targets	<b>Fully Met</b> ANNEXURE -VIII
		(v) Process of redress of grievances	<b>Fully Met</b> ANNEXURE -VIII
1.5	Rules, regulations,	(i) Title and nature of the record/ manual /instruction.	<b>Fully Met</b> ANNEXURE -IX

	instructions manual and records for Discharging functions [Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records.	<b>Fully Met</b> ANNEXURE -IX
		(iii) Acts/ Rules manuals etc.	<b>Fully Met</b> ANNEXURE IX
		(iv) Transfer policy and transfer orders	<b>Fully Met</b> ANNEXURE -IX
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	(i) Categories of documents	<b>Fully Met</b> ANNEXURE -X
		(ii) Custodian of documents/categories	<b>Fully Met</b> ANNEXURE -X
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	<b>Fully Met</b> ANNEXURE –XI
		(ii) Composition	<b>Fully Met</b> ANNEXURE - XI
		(iii) Dates from which constituted	<b>Fully Met</b> ANNEXURE - XI
		(iv) Term/ Tenure	<b>Fully Met</b> ANNEXURE - XI
		(v) Powers and functions	<b>Fully Met</b> ANNEXURE - XI
		(vi) Whether their meetings are open to the public?	<b>Fully Met</b> ANNEXURE - XI
		(vii) Whether the minutes of the meetings are open to the public?	<b>Fully Met</b> ANNEXURE - XI
		(viii) Place where the minutes if open to the public are available?	<b>Fully Met</b> ANNEXURE – XI

1.8	Directory of officers and employees [Section 4(1) (ix)]	(i) Name and designation	<b>Fully Met</b> <a href="http://circot.res.in/circot/aboutus/personnel">http://circot.res.in/circot/aboutus/personnel</a>
		(ii) Telephone , fax and email ID	<b>Fully Met</b> <a href="http://circot.res.in/circot/aboutus/personnel">http://circot.res.in/circot/aboutus/personnel</a>
1.9	Monthly Remuneration Received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<b>Fully Met</b> ANNEXURE –XII
		(ii) System of compensation as provided in its regulations	<b>not met- Not applicable will be treated as fully met</b>
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<b>Fully Met</b> <a href="http://circot.res.in/circot/rti">http://circot.res.in/circot/rti</a>
		(ii) Address, telephone numbers and email ID of each designated Official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	No. of employees against whom disciplinary action has been	<b>not met- Not applicable will be treated as fully met/partially met</b> ANNEXURE – XIII
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	<b>not met- Not applicable will be treated as fully met/partially met</b> ANNEXURE – XIV

1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	<b>not met- Not applicable will be treated as fully met</b>
		(ii) Efforts to encourage public authority to participate in these programmes	<b>not met- Not applicable will be treated as fully met</b>
		(iii) Training of CPIO/APIO	<b>not met- Not applicable will be treated as fully met/partially met</b> ANNEXURE – XV
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	<b>Fully Met</b>  <a href="http://circot.res.in/circot/rti">http://circot.res.in/circot/rti</a>
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		<b>Fully Met</b> ANNEXURE – XVI

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	<b>Fully Met</b> ANNEXURE – XVII
		(ii) Budget for each agency and plan & programmes	<b>Fully Met</b> ANNEXURE – XVIII
		(iii) Proposed expenditures	<b>not met- Not applicable will be treated as fully met/partially met</b>
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	<b>not met- Not applicable will be treated as fully met/partially met</b>
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and	<b>Fully Met</b> ANNEXURE – XIX

		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution programme	(i) Name of the programme of activity	
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<b>not met- Not applicable will be treated as fully met</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<b>Fully Met</b> ANNEXURE -XX

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section4(1)(b)(vii)] [F.No 1/6/2011-IR dt. 15.04.2013]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (Concessionaire etc.)</p> <p>(ix) All payment made under the PPP project Concession agreements.</p>	not met- Not applicable will be treated as fully met



3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	<b>not met- Not applicable will be treated as fully met</b>
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	<b>Fully Met</b> <a href="http://circot.res.in/circot/rti">http://circot.res.in/circot/rti</a>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	<b>Fully Met</b> ANNEXURE – XXI
		(ii) Printed format	<b>Fully Met</b> ANNEXURE – XXII
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	<b>Fully Met</b> ANNEXURE-XXIII
		(ii) At a reasonable cost of the medium	

#### 4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English	<b>Fully Met</b> ANNEXURE – XXIV
		(ii) Vernacular/ Local Language	<b>Fully Met</b> ANNEXURE – XXV
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	(i) Last date of Annual updation	<b>Fully Met</b>  ANNEXURE – XXVI
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<b>Fully Met</b> <a href="http://circot.res.in/circot/publications">http://circot.res.in/circot/publications</a>
		(ii) Name/ title of the document/record/ other information	<b>Fully Met</b> <a href="http://circot.res.in/circot/publications">http://circot.res.in/circot/publications</a>
		(iii) Location where available	<b>Fully Met</b> <a href="http://circot.res.in/circot/publications">http://circot.res.in/circot/publications</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<b>Fully Met</b> <a href="http://circot.res.in/">http://circot.res.in/</a>
		(ii) Details of information made available	<b>Fully Met</b> XXVII

		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	<b>Fully Met</b> <a href="http://circot.res.in/circot/contact">http://circot.res.in/circot/contact</a>
4.5	Such other be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	<b>Fully Met</b> <b>XXVIII</b>
		(ii) Details of applications received under RTI and information provided	
		(iii) List of completed schemes/ projects/ Programmes	<b>not met- Not applicable will be treated as fully met</b>
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	<a href="http://circot.res.in/circot/publications/circot-annual-reports">http://circot.res.in/circot/publications/circot-annual-reports</a>
		(vii) Frequently Asked Question (FAQs)	<b>not met- Not applicable will be treated as fully met</b>
		(viii) Any other information such as a) Citizen's Charter	<b>Fully Met</b> <a href="http://circot.res.in/circot/aboutus/citizen-charter">http://circot.res.in/circot/aboutus/citizen-charter</a>
		b) Result Framework Document (RFD)	<b>Fully Met</b> <a href="http://circot.res.in/circot/aboutus/results-framework-document">http://circot.res.in/circot/aboutus/results-framework-document</a>
		c) Six monthly reports on the	<b>not met- Not applicable will be treated as fully met</b>
d) Performance against the benchmarks set in the Citizen's Charter			

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt.15.04.2013]	(i) Details of applications received and disposed	<b>Fully Met ANNEXURE-XXIX</b>
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	<b>Fully Met ANNEXURE-XXX</b>

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	<b>Fully Met ANNEXURE-XXXI</b>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	<b>not met- Not applicable will be treated as fully met</b>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	

## 6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its Validity. <b>In Process</b> (ii) Does the website show the certificate on the Website? <b>NO</b>	<b>Fully Met</b>

## **ANNEXURE – I**

**ICAR-Central Institute for Research on Cotton Technology,  
Adenwala Road, Matunga(East), Mumbai-400 019.**

**Tel. 022-24127273 / 022-24146002**

**Mobile No. +91 9137582766**

**E-mail: [director.circot@icar.gov.in](mailto:director.circot@icar.gov.in)**

## **ANNEXURE – II**

*Dr. S. K. Shukla Director*

*M. Tech, Ph. D.*

## **ANNEXURE – III**

### **Vision:**

- Global Excellence in Cotton Technology

### **Mission:**

- To Provide Scientific and Managerial interventions to Post-Harvest Processing and Value Addition to Cotton and Utilization of its By-Products to Maximize Economic, Environmental and Societal benefits.

### **Mandate:**

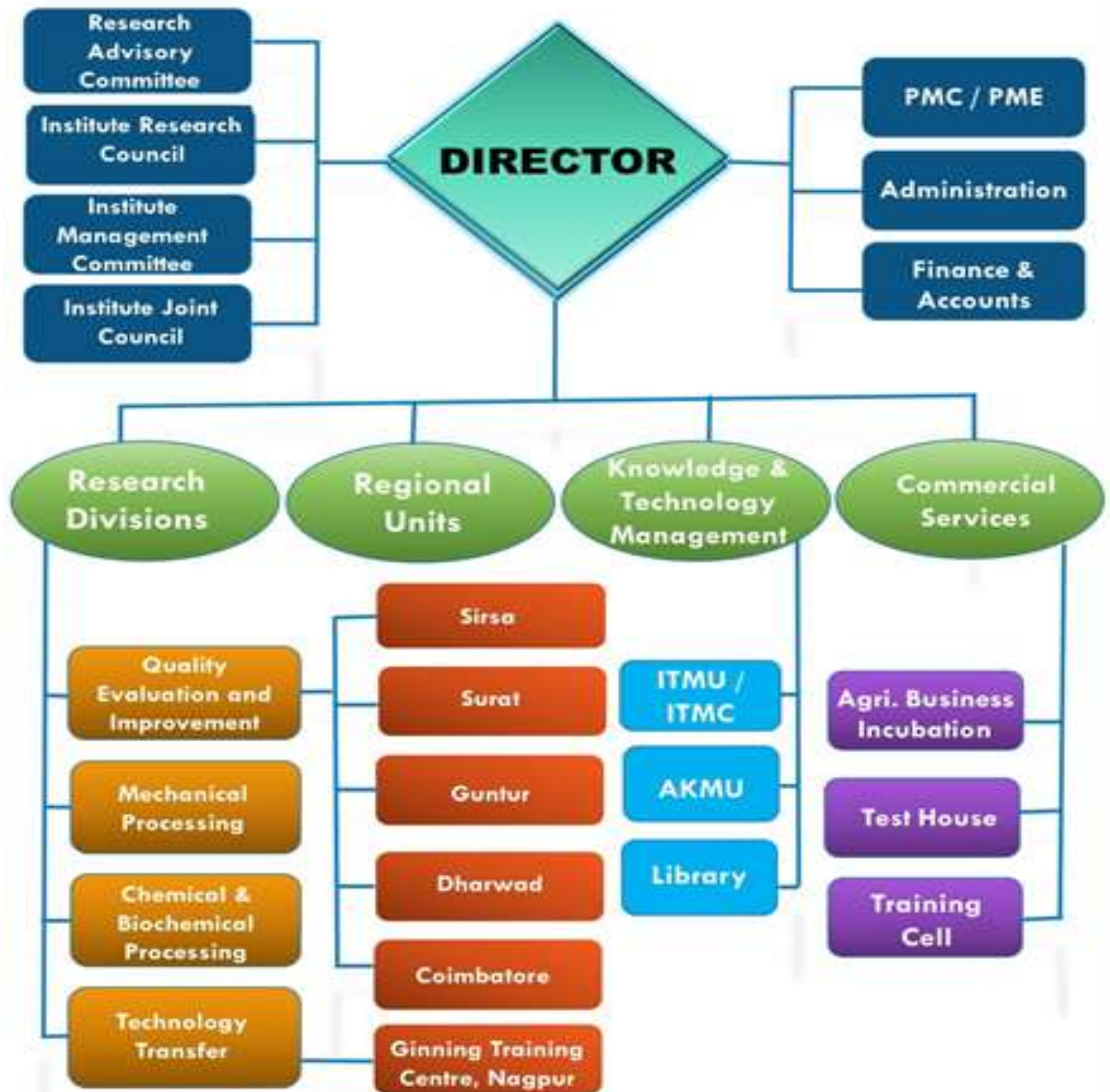
- Basic and Strategic Research on Processing Cotton and its Agro-Residues, Development of Value Added Products and Quality Assessment
- Skill Development and Business Incubation Services and Function as Referral Laboratory for Cotton Fibres

## **ANNEXURE – IV**

<http://circot.res.in/circot/aboutus/divisions>

# ANNEXURE – V

## Organization Chart



## **ANNEXURE –VI**

### **Powers and duties of officers and employees.**

Rules/Procedures under GFR/FR & SR etc. and instructions of Council /Govt. of India issued from time to time are to be strictly followed while exercising the powers.

## **ANNEXURE –VII**

### **Procedure followed in decision making process**

The Director is assisted by Heads of Division to monitor the research progress in Institute Research Committee meetings every six months. The Research Advisory Committee refines and recommends research activities. Institute is also monitored by Institute Management Committee and Quinquennial Review Team which is constituted by the ICAR, New Delhi. Besides, there are Study Circle meetings every month. Institute budget is presented and sanction obtained from the five-year plans of Govt. of India. Institute Joint Staff Council takes care of the staff problems.

The procedure indicated in Manual of Office Procedure (MOP) for decision making is complied with in the Indian Council of Agricultural Research. Accordingly, Asst. Administrative Officer takes action with the help of staff (Assistant, UDC and LDC) posted in his Section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Asst. Administrative Officer submits the file to Senior Administrative Officer through Administrative Officer. All cases to be submitted to Council are routed through Director, ICAR-CIRCOT, Mumbai

## **ANNEXURE –VIII**

### **Norms for discharge of functions**

Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time. The time schedule for disposing of some of the cases is defined in the relevant rules/instructions



## **ANNEXURE –IX**

### **Rules, regulations, instructions manual and records for discharging functions**

- Establishment & Administration Manual
- Fundamental Rules & Supplementary Rules (General Rules)
- Fundamental Rules & Supplementary Rules (Traveling Allowance Rules)
- Fundamental Rules & Supplementary Rules (Leave Rules)
- General Financial Rules Delegation of Financial Powers Rules
- Pension Rules
- Seniority & Promotion Rules
- Manual of Office Procedure
- Conduct Rules
- House Building Rules
- CCS (CCA) Rules
- Brochure on Verification of Character & Antecedents
- Instructions, guidelines etc. issued by the Department of Personnel & Training, Ministry of
- Rules and Bye-laws of the ICAR Society
- Delegation of Powers
- ARS Rules
- Handbook on Technical Service Rules
- Recruitment. Rules framed for different posts in ICAR
- Seniority Lists in respect of various cadres / posts

### **Transfer policy and transfer orders**

The Transfer Policy is being followed as per Guidelines/instructions regarding Inter-Institution transfer of Administrative /Support Staff.

## **ANNEXURE –X**

### **Categories of documents held by the authority under its control**

- (I) There are various Divisions/Sections/Units in the ICAR-CIRCOT. Each Div/Sec/Units have the files, documents /records relating to their respective Sections along with the references and the correspondence.
- (II) Respective Heads of Division/ SAO/AO/AFAO/AAO's & Dealing Assistant of Section.

## ANNEXURE –XI

# LIST OF COMMITTEES

### **Institute Management Committee (IMC)**

Dr. S. K. Shukla <i>Director, ICAR-CIRCOT</i>	Chairman	Dr. A.K.Thakur <i>ADG (PE), ICAR, New Delhi</i>	Member
Dr. A. K. Thakur, <i>ADG (PE), ICAR, New Delhi</i>	Member	Dr. V.G. Arude, <i>Senior Scientist</i>	Member Secretary
Dr. L.K.Nayak, <i>PS, ICAR-NINFET, Kolkata</i>	Member		
Dr. G. Balasubramani, <i>PS, ICAR-CICR, Nagpur</i>	Member		
Dr. Abhijit Kar, <i>PS, ICAR- IARI, New Delhi</i>	Member		
Dr. Sharad Gadakh, <i>DoR, MPKV, Rahuri</i>	Member		
Director of Agriculture, <i>Govt. of Maharashtra</i>	Member		
Director of Agriculture, <i>Govt. of Karnataka</i>	Member		
Shri Sunil Kumar, CAO	Member Secretary		

### **Research Advisory Committee (RAC)**

Dr. N. C. Patel <i>Former VC, JAU &amp; AAU</i>	Chairman		
Dr. M. K. Sharma <i>CEO, M/s. Bajaj Steel Industries Ltd, Nagpur</i>	Member		
Prof. (Dr.) U. J. Patil <i>Head, Dept. of Textiles D.K.T.E., Ichalkaranji</i>	Member		
Dr. N.N. Mahapatra <i>Business Head (Dyes) Shree Pushkar Chem. &amp; Fertilisers Ltd.</i>	Member		
Prof. (Dr.) S. R. Shukla <i>Former Professor, ICT, Mumbai</i>	Member		
Dr. Narendra G. Shah <i>Professor, IIT Mumbai</i>	Member		
Dr. Sujata Saxena			

### **Project Monitoring and Evaluation Committee (PMC)**

Dr. S. K. Shukla <i>Director, ICAR-CIRCOT</i>	Chairman		
Dr. Sujata Saxena <i>In-charge Head, CBPD</i>	Member		
Dr. N. Shanmugam <i>In-charge Head, MPD</i>	Member		
Dr. D.M. Kadam <i>In-charge Head, TTD</i>	Member		
Dr. A.S. M. Raja <i>In-charge Head, QEID,</i>	Member		
Dr. C. Sundaramoorthy, <i>In-charge, PME Cell,</i>	Member secretary		

### **Priority-setting, Monitoring & Evaluation (PME) Committee**

Dr. C. Sundaramoorthy <i>PS &amp; In-charge, PME Cell</i>	Chairman		
Dr. N. Shanmugam, <i>Principal Scientist, MPD</i>	Member		
Dr. N. Vigneshwaran <i>Principal Scientist, CBPD</i>	Member		
Dr. A. S. M. Raja, <i>Principal Scientist, QEID</i>	Member		
Dr. A.K. Bharimalla, <i>Senior Scientist, CBPD</i>	Member		
Dr. G.T.V. Prabu, <i>Scientist, MPD</i>	Member Secretary		

### **Priority-setting, Monitoring & Evaluation (PME) Cell**

Dr. C. Sundaramoorthy,  
*Principal scientist (In-Charge\*)*  
Dr. GTV Prabu, *Scientist (Nodal Officer)*  
Shri K. Narayanan *ACTO*  
Smt. H. R. Pednekar, *Technical Officer*  
Shri Anand R Jadhav *Technical Officer*  
(\*Dr. A.S.M. Raja was in-charge upto August 2022)

### **Institute Technology Management Committee**

Dr. S. K. Shukla  
Director, ICAR-CIRCOT                      Chairman  
Dr. Sujata Saxena  
*Principal Scientist & I/c. Head,*  
*CBPD*                                              Member  
Dr. N. Shanmugam  
*Principal Scientist & I/c. Head, MPD*      Member  
Dr. A. S. M. Raja  
*Principal Scientist, & I/c QEID*              Member  
Dr. C. Sundaramoorthy  
*Principal Scientist, TTD*                      Member  
Dr. B.B. Nayak  
*Principal Scientist, CIFE, Mumbai*        Member  
Dr. K. Pandian  
*Scientist, GTC, Nagpur*                      Member  
Dr. A.K. Bharimalla  
*Senior Scientist, CBPD*                      Member Secretary

### **Institute Technology Management Unit (ITMU)**

Dr. A.K. Bharimalla  
*Senior Scientist, CBPD*                      Officer-In-charge  
Dr. P.K. Mandhyan  
*Principal Scientist (upto 30.09.2022)*      Member  
Dr. N. Vigneshwaran  
*Principal Scientist*                              Member  
Dr. C. Sundaramoorthy  
*Principal Scientist*                              Member  
Dr. Nishant D. Kambli  
*Technical Officer*                              Member Secretary

### **Institute Joint Staff Council**

Dr. Sujata Saxena, *Director (Acting)* Chairperson  
Dr. P.S. Deshmukh, *Principal Scientist*      Member  
Shri Sunil Kumar, *CAO*                      Member  
Shri. M. Radhakrishnan, *SFAO*              Member  
Shri R. R. Chhangani, *CTO*                      Member  
Shri S. A. Telpande, *AAO*                      Member  
Shri Maha vir Singh,  
*Sr. Technician (Technical Cadre)*          CJSC Member  
Shri Yogesh Nagpure,  
*Tech. Assistant (Technical Cadre)*          Member  
Smt. Smita Paiyala,  
*Assistant (Administrative Cadre)*          Member  
Smt. Bharati Kherodkar,  
*UDC (Administrative Cadre)*                  Member  
Shri S.D. Magar,  
*SSS, Staff side member (SSS cadre)*        Member  
Shri S. P. Naik, *SSS,*  
*Staff side member (SSS cadre)*              Member

### **Internal Complaints Committee**

Dr. (Smt.) Sharmila Patil,  
*Scientist, QEID*                                  Chairperson  
Smt. Shilpa Charankar,  
*Former Principal, Dr. BNM college*  
*of Home science, Matunga,*                  External Member  
Dr. P. S. Deshmukh,  
*Principal Scientist*                              Member  
Dr. N. Ashtaputre, *CTO*                      Member  
Smt. Prachi Mhatre, *ACTO*                      Member  
Smt. Sujatha Koshy, *AO*                      Member Secretary

### **Purchase Committee**

Dr. N. Shanmugam, *Principal Scientist &*  
*in-charge Head MPD*                              Chairman\*  
Dr. A. K. Bharimalla  
*Senior Scientist, CBPD*                      Member  
Dr. G. Krishna Prasad  
*Scientist, MPD*                                      Member  
Dr. P. Jagajanantha  
*Scientist, QEID*                                      Member  
Shri Sunil Kumar *SAO*                              Member

Shri. M. Radhakrishnan, SFAO Member  
Smt. Sujatha Koshy, AO Member Secretary  
• Dr. P.K. Mandhyan was in the chair up to 30.09.2022

#### **Technical Evaluation Committee**

Dr. A. S. M. Raja, Principal Scientist Chairman  
Dr. T. Senthilkumar, Senior Scientist Member  
Dr. P. Jagajanantha, Scientist Member  
Smt. Sujatha Koshy, AO Member Secretary

#### **Rajbhasha Committee**

Dr. S. K. Shukla,  
Director, ICAR-CIRCOT Chairman  
Dr. Sujata Saxena, Principal Scientist,  
Incharge, CBPD Member  
Dr. D. M. Kadam, Principal Scientist,  
Incharge, TTD Member  
Dr. A. S. M. Raja, Principal Scientist,  
Incharge, QEID Member  
Dr. N. Shanmugam, Principal Scientist,  
In-charge, MPD Member  
Shri Sunil Kumar, CAO Member  
Shri B. R. Pawar, ACTO Member  
Smt. S. Koshy, AO Member  
Shri M. Radhakrishnan, SFAO Member  
Smt. P. R. Mhatre, ACTO Member  
Smt. T. P. Mokal, AAO, Member Secretary

#### **Grievance Committee**

Dr. Sujata Saxena, Director (Acting) Chairperson  
**Nominated Members**

Dr. P. K. Mandhyan, Principal Scientist (upto 30.09.2022)

Shri Sunil Kumar, CAO

Shri M. Radhakrishnan, SFAO

Shri S. A. Telpande, Member Secretary (upto 31.08.2022)

#### **Elected Members**

Dr. P. S. Deshmukh, Pr. Scientist (Scientific Category)

Shri C. V. Shivgan, TO (Technical Category)

Shri Sainath Sahane, LDC (Administrative Category)

Shri. S. B. Worlikar, S.S.S (SSS Category)

#### **ABI Advisory Committee**

Dr. S. K. Shukla,  
Director, ICAR-CIRCOT Chairman  
Dr. R. P. Kachru,  
Former ADG (PE), ICAR, New Delhi Member  
Dr. A. J. Shaikh, Former Director,  
ICAR-CIRCOT, Mumbai Member  
Prof. Narendra G Shah,  
CTARA, IIT, Mumbai Member  
Dr. M. K. Sharma,  
Whole Time Director & CEO, BSIL Member  
Dr. A. K. Bharimalla,  
PI, ABI, Member-Secretary

#### **RAFTAAR-Incubation Committee (RIC) of CIRCOT RABI**

Dr. S. K. Shukla,  
Director, ICAR-CIRCOT Chairman  
Prof. (Dr.) A. S. Vastrad, Professor and  
Dy. Director, Student Welfare,  
University of Agricultural  
Science (UAS), Dharwad Member  
Dr. G. R. Anap, Former International  
Cotton Consultant,  
World Bank Project (Africa) Member  
Shri. Abasaheb K. Haral,  
Rtd. Joint Director Agriculture and  
chief coordinator (PPP-IAD),  
Dept. of Agriculture,  
Govt. of Maharashtra Member  
Prof. (Dr.) V. D. Gotmare,  
Former HOD, Textile Manufacture  
Department, VJTI, Mumbai Member  
Mr. Ramesh. R Kadam, RTD,  
General Manager, Bank of India,  
Member (Representative of Bank) Member  
Dr. Ashok K. Bharimalla, Senior Scientist,  
PI-CEO: CIRCOT R-ABI Member Secretary

### Works Committee

Dr. A. K. Bharimalla <i>Senior Scientist</i>	Chairman
Dr. A. Arputharaj <i>Senior Scientist</i>	Member
Shri B.R. Pawar, <i>CTO</i>	Member
Shri Sunil Kumar, <i>CAO</i>	Member
Shri M. Radhakrishnan, <i>SFAO</i>	Member
Shri P.N. Sahane, <i>Officer in-charge Engg</i>	Member
Shri S.N. Patil,	Member Secretary

### Swachhata Mission Committee

Dr. S. K. Shukla, Director, ICAR-CIRCOT	Chairman
Dr. D. M. Kadam, <i>Principal Scientist, Head Incharge, TTD</i>	Member
Dr. Ajinath Dukare, <i>Scientist</i>	Member
Dr. Manojkumar Mahawar, <i>Scientist</i>	Member
Dr. Krishna Prasad, <i>Scientist</i>	Member
Dr. K. Pandiyan, <i>Scientist</i>	Member
Shri S.V. Kokane, <i>Security Officer</i>	Member
Smt. T.P. Mokal, <i>AAO</i>	Member
Shri Manoj Ambare, Sr. Technical Officer	Member Secretary

### CRP on Natural Fibres PIU

Dr. S. K. Shukla, Director, ICAR-CIRCOT	Nodal Officer
Dr. A. S. M. Raja, <i>Principal Scientist,</i>	Lead Center Project Coordinator
Dr. C. Sundaramoorthy, <i>Principal Scientist</i>	Member
Dr. C. Sundaramoorthy, <i>Principal Scientist</i>	Member
Dr. G. Krishna Prasad, <i>Principal Scientist</i>	Member
Shri Sunil Kumar, <i>CAO</i>	Member
Shri M Radhakrishnan, <i>SFAO</i>	Member
Smt. Sujatha Koshi, <i>AO</i>	Member

### ISO-9001:2015 Management Committee

Dr. S. K. Shukla, <i>Director,</i>	Chairman
Dr. A. S. M. Raja, <i>Principal Scientist, Head I/c, QEID</i>	Management Representative

Dr. Sujata Saxena, <i>Principal Scientist, Head I/c, CBPD</i>	Member
Dr. N. Shanmugam, <i>Principal Scientist, Head I/c, MPD</i>	Member
Dr. D. M. Kadam, <i>Principal Scientist, Incharge, TTD</i>	Member
Dr. A.K. Bharimalla, <i>Senior Scientist, I/c, ITMU &amp; ABI</i>	Member
Dr. V.G. Arude, <i>Senior Scientist, MPD</i>	
Shri. Sunil Kumar, <i>CAO</i>	Member
Shri A. Arputharaj, <i>Senior Scientist, CBPD,</i>	Deputy MR & Member Secretary

### NABL Committee

Dr. Manoj Kumar Puniya,	Quality Manager
Dr. P. Jagajanantha,	Deputy Quality Manager
Shri Prabudesai, <i>(Mechanical)</i>	Laboratory Manager
Shri R.R. Chhagani, <i>(Chemical)</i>	Laboratory Manager
Shri C.M. More, <i>(Mechanical)</i>	Deputy Laboratory Manager
Dr. S.R. Kawlekar, <i>(Chemical)</i>	Deputy Laboratory Manager

### Committee for Azadi ka Amrit Mahotsav Celebration

Dr. A. K. Bharimalla, <i>Sr. Scientist, QEID,</i>	Chairman
Dr. G. T. V. Prabu, <i>Scientist, MPD,</i>	Program Coordinator
Dr. Kirti Jalgaonkar, <i>Scientist, QEID</i>	Member
Dr. Kanika Sharma, <i>Scientist, CBPD</i>	Member
Dr. Charlene D'Souza, <i>ACTO, CBPD</i>	Member
Shri B. R. Pawar, <i>CTO, QEID</i>	Member
Shri S. V. Kokane, <i>ACTO &amp; Security incharge</i>	Member
Smt. Sujata Koshy, <i>AO</i>	Member
Smt. Medha Kamble, <i>TO, Library</i>	Member
Shri Anand Jadhav, <i>TO, PME</i>	Member
Smt. Prachi Mhatre, <i>ACTO, Library</i>	Member Secretary

## ANNEXURE-XII

Month of June-2023

Receiving Party Name	Amount
DR.S.K.SHUKLA	199922
DR( SMT) SAXENA SUJATA	218156
DR. N. SHANMUGAM	231962
DR. D.M. KADAM	195874
Dr. A. S. M. RAJA	158474
Dr. VIGNESWARAN N	180490
DR.A. K. BHARIMALLA	220747
DR. P.S.DESHMUKH	151490
DR. SUNDARAMOORTHY C	232691
DR. VISHNU GOVIND ARUDE	162790
DR.A. ARPUTHARAJ	119957
Dr. SENTHIL KUMAR T.	117306
DR.G. KRISHNA PRASAD	111884
DR.G.T.V. PRABU	122506
DR. JAGAJANANTHA P.	107529
DR. SHARMILLA SURESH PATIL	114134
DR. MANOJ KUMAR	96284
DR.JYOTI LAD	92833
DR. KIRTI RAMESH JALGAONKAR	113374
DR. MANOJ KUMAR MAHAWAR	113374
SHRI HIMANSHUSHEKHAR CHAURASIA	91324
DR.KANIKA SHARMA	83925
DR.DUKARE AJINATH SHRIDHER	101084
DR SHESHRAO KAUTKAR	113063
SHEELA RAJ	132875
PRABHUDESAI R S	143636
BANARJEE S	113202
PAWAR B R	117566
CHHAGANI R R	156566
KAWLEKAR SMT S R	152566

SAHANE P N	118217
NIRHALI SMT P S	116906
KOKANE SHARAD V	96509
BINU SMT SUNIL	108737
D U KAMBLE	105512
BINDU SMT V	124560
D'SOUZA KUM C P	87569
NARKAR R S	114516
PRACHI RAJESH MHATRE	77495
CHANDRIKA RAM	94418
AMBARE M G	69430
S.N. PATIL	90565
KAMBLI N D	69713
CORREIA D.M.	62926
SHIVGAN C.V.	39876
PEDNEKAR H.R.	78359
KADAM R P	66088
KAMBLE SMT M P	68140
A. R. JADHAV	60749
SALASKAR D A	68194
SINGH MAHABIR	36054
SANTOSH V. KOKANE	44061
KADAM M M	29846
PHALKE S G	36628
Y. P. NAGPURE	36431
PRASHANT G. GAVHALE	32235
S.K. PARAB	67834
MS. NEVALI S PATHARE	37587
SHRI P.P. PATIL	43644
SHRI D.G. GOLE	30620
SHRI S.S. SURKULE	56758
SHRI SUHAS R. TONDSE	32353
SMT. KOSHY SUJATHA	109662
SMT.MOKAL T P	93049

PAIYALA SMT S P	37066
PARAB SMT S G	19594
CHAVKUTE SMT J R	24004
KHERODKAR SMT B D	55533
DHAMANGE T D	63978
BANDRE S N	60714
BHANDARI U N	45567
TAWDE SMT R R	97538
NAIK SMT V R	48493
WALZADE V N	22702
SAINATH SAHANE	22421
KASAR D K	31347
SUDHAKAR CHANDANSHIVE	45858
THIAGRAJAN.K.	103784
BHASKAR M.	93164
HAMID HASAN	99901
V.G.UDIKERI,	89052
SUBBIAH V	58102
SOSA M.G.	47602
GUDDADUR A.F	43936
SHRI U.G. MEENA	44663
SHRI D.J.DHODIYA	47855
SHRI P.P.THAKUR	49524
SHRI SOHEL SHAIKH	37276
SHRI SAHIL C. ARCHAREKAR	37276
SHRI. K. T. MAHIDA	31552
SHRI. M. J. SUMARA	35628
SHRI. H. B. VESAMIYA	51655
SHRI. S. K. BOBATE	33286
SHRI. R. P. KARKATE	47628
SHRI. S. B. WORLIKAR	66757
SHRI. M. K. PRABHULKAR	37697
SHRI. J. D. SAKPAL	34105
SHRI. V. MURUGAN	44736



SHRI. S. D. MAGAR	23761
SHRI. SUNIL R. TONDASE	39415
SHRI. V. B. P00JARI	21707
SHRI. S. P. NAIK	32217
SHRI. M. N. KAMBLE	42813
SMT. KAMALA MURUGAN	32477
SHRI. D. R. GAWADE	35834
SHRI. P. E. GURAV	38834
SHRI. M.C. SOLANKI	32512
SHRI GORKHA B. O. THAPA	20382

<b>ANNEXURE – XIII</b>	<b>Nil</b>
<b>ANNEXURE – XIV</b>	<b>Nil</b>
<b>ANNEXURE – XV</b>	<b>Nil</b>
<b>ANNEXURE – XVI</b>	<b>The Transfer Policy is being followed as per Guidelines/instructions Regarding Inter- Institution transfer of Administrative /Support Staff.</b>
<b>ANNEXURE – XVII</b>	<b>Rs. 503.64Lakhs</b>
<b>ANNEXURE – XVIII</b>	<b>1. SCSP - Rs. 66.82 Lakhs 2. CRP - Rs. 48.29 Lakhs</b>
<b>ANNEXURE – XIX</b>	<b>Through CPP Portal And GeM Portal</b>
<b>ANNEXURE – XX</b>	<b>Not met -Not applicable will be treated as fully met</b>
<b>ANNEXURE – XXI</b>	<b>Annual Reports, Newsletters,</b>
<b>ANNEXURE – XXII</b>	<b>Annual Reports, Newsletters,</b>
<b>ANNEXURE-XXIII</b>	<b>Brochures, Tech Bulletins</b>
<b>ANNEXURE-XXIV</b>	<b>Action Initiated</b>
<b>ANNEXURE – XXV</b>	<b>Hindi, Annual Report in Hindi</b>
<b>ANNEXURE – XXVI</b>	<b>Yearly Update</b>
<b>ANNEXURE – XXVII</b>	<b><a href="http://circot.res.in/circot/rti">http://circot.res.in/circot/rti</a></b>

## **ANNEXURE-XXVIII**

### **Grievance Committee**

Dr. Sujata Saxena, *Director (A) - Chairperson*

#### ***Nominated Members***

Dr. P. K. Mandhyan, *Principal Scientist (upto 30.09.2022)*

Shri Sunil Kumar, *CAO*

Shri M. Radhakrishnan, *SFAO*

Shri S. A. Telpande, *Member Secretary (upto 31.08.2022)*

#### ***Elected Members***

Dr. P.S. Deshmukh, *Pr. Scientist (Scientific Category)*

Shri C. V. Shivgan, *TO (Technical Category)*

Shri Sainath Sahane, *LDC (Administrative Category)*

Shri. S. B. Worlikar, *S.S.S (SSS Category)*

**ANNEXURE - XXIX**

**Receipt & Disposal of RTI applications & appeals**

**Number of RTI Questions**

<b>Year</b>	<b>2022</b>	<b>2023</b>
<b>No. of RTI Questions</b>	10	4

**ANNEXURE XXX**

**Replies to questions asked in the parliament**

**Number of Rajya Sabha Questions**

<b>Year</b>	<b>2022</b>	<b>2023</b>
<b>No. of Rajya Sabha Questions</b>	32	44

## ANNEXURE XXXI

### Names of the Central Public Information Officers (CPIOs) of CIRCOT, Mumbai

Sr. No.	Name & Designation	Divisions & Sections	Email ID	Phone No.
1	Dr. (Smt.) Sujata Saxena <b>Principal Scientist</b>	Chemical & Biochemical Processing Division	Sujata.Saxena@icar.gov.in	9892651038
2	Dr. Dattatreya M. Kadam <b>Principal Scientist</b>	Technology of Transfer Division	Dattatreya.Kadam@icar.gov.in	9417596894
3	Dr. Raja A.S.M <b>Principal Scientist.</b>	Quality Evaluation and Improvement Division	Raja.ASM@icar.gov.in	8767952731
4	Dr. Shanmugam N <b>Principal Scientist</b>	Mechanical Processing Division	Shanmugam.N@icar.gov.in	9930353539
5	Dr Sundaramoorthy C <b>Principal Scientist.</b>	Priority Monitory Evaluation Cell	Sundaramoorthy.C@icar.gov.in	9867223191
6	Mr. Anand Ranba Jadhav <b>Assistant Fin. &amp; Acc. Officer (Act.)</b>	Audit & Accounts Section	AR.Jadhav@icar.gov.in	9821760036
7	Smt. Trupti P. Mokal <b>Administrative Officer</b>	Admin-I Section	TP.Mokal@icar.gov.in	9221690464
8	Mrs. Medha Pradeep Kamble <b>Incharge (Act.)</b>	Admin-IV & V Section	MP.Kamble@icar.gov.in	9222521353
9	Shri. Rajesh Narkar <b>Incharge (Act.)</b>	Admin-III Section	CP.Dsouza@icar.gov.in	9223267049
10	Shri Sharad V. Kokane <b>Assistant Chief Technical Officer</b>	Guest House	SV.Kokane@icar.gov.in	9870297598
11	Dr. Senthilkumar T. <b>Senior Scientist</b>	Training	Senthilkumar.T@icar.gov.in	9944933908